



EASY STEPS TO TDY TRAVEL

1. MAKE A RESERVATION

HOW ?

Either call our call center at DSN 236-8418 or toll free commercial at 0800 100 7102 or email your request to Hanau@satotravel.com or use our webpage request forms under www.satotravel.com/usareur

Please make sure that all names are spelled as listed in your travel documents, ID card or passport and that orders do match and are readable. **All TDY orders must have a declaration stating the method of payment that should be used.** The following statement is an example of what should be in the remark section: Tickets must be paid with CBA. Unless the traveler should pay with his/her individual government credit card. An itinerary will be emailed to you when the reservation is done.

WHERE CAN YOU FLY TO ?

Roundtrip to and from the airport closest to the TDY location. Free stopovers enroute if allowed by airline can be added.

2. EMAIL OR FAX YOUR ORDERS FOR TICKETING

Email orders to Hanau_cto@satotravel.com or fax commercial to 06181 53796

Please email or fax orders as soon as possible. We will email you an E Ticket receipt as soon as it is issued. Make sure that you verify the reserved itinerary is correct before emailing orders to us.